

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DIVISION OF FINANCIAL ASSISTANCE

1800 Third Street, Suite 390
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 322-1554
FAX (916) 323-6660

SEEDS MANAGEMENT MEMORANDUM

State Enterprise and Economic Development Section

Memorandum Number 7-05

Date: November 1, 2007

TO: Enterprise Zone Coordinators

From: Frank Luera, Chief
State Enterprise and Economic Development Section
DIVISION OF FINANCIAL ASSISTANCE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

SUBJECT: Voucher Forms—Guidelines for Implementation

The Department of Housing and Community Development (Department) has finalized the form employers should use to apply for a hiring tax credit and the certificate enterprise zones should issue to document their approvals.

Attached are the files for the State's Voucher Application (SVA) form and Voucher Certificate (SVC). Also attached is a document titled the Income Verification Worksheet, which is a required component of the category for the Economically Disadvantaged Individual.

Implementation of the New Forms

Effective January 1, 2008, all applications for the hiring tax credit must be submitted on the State's Voucher Application form. Prior to January 1, 2008, employers can use the SVA form or alternative forms currently available through the enterprise zones provided they require the same information requested by the State's form. The enterprise zones should accept these alternative forms as long as they are received or postmarked by December 31, 2007.

Similarly, effective January 1, 2008, the enterprise zones should implement the State's Voucher Certificate for all approved voucher applications. The enterprise zones also have the option of implementing the certificate prior to the effective date or they may continue to issue the forms currently in use.

Interim Rules for New Forms

Although the Department will not require the businesses and enterprise zones to implement the State's new voucher forms until January 1, 2008, they must observe the rules imposed by the new forms. That is, any alternative forms used prior to the effective date of the new forms must require the same

information included on the SVA form. In effect, the enterprise zones may not require more nor can they require less information than the SVA form.

For example, the SVA form requires an employee's signature only if the eligibility category is Economically Disadvantaged Individual and the employee claims self-employment or no income within the 90 days preceding the hire date. Therefore, alternative forms cannot require an employee's signature unless these same circumstances apply to the application.

Assignment of Voucher Numbers

The Department is required to allocate numbers to the enterprise zones that must be assigned to each voucher issued. We will issue the numbers to the enterprise zones the week of November 5, 2007. At that time, we will also provide an overview of the formats that enterprise zones should maintain to track the receipt of voucher applications. The Department will require implementation of the numbering system by January 1, 2008.

Subsequent Modifications and Contact Information

The Department relied almost exclusively on the vouchering regulations to determine which information to require on the new voucher forms. As much as possible, the Department avoided any extraneous requests for information and incorporated many of the suggestions provided by many of you. Nonetheless, we recognize that we may need to modify the forms to accommodate their practical implementation. As a result, the Department will continue to welcome your comments on possible improvements or necessary changes.

If you have any questions or need further clarification on how to use the forms, please call me at (916) 327-2862.